How to view a student transcript


2. Click on the Hamburger icon at the top of the page.

3. Select the PiratePort link.

4. **Log into Pirate Port** with your Pirate ID and Passphrase.

5. **Click** Banner Self Service Card.
6. Click the **Faculty and Advisors** link.

7. Click the **Advisee Information Menu** link.

8. Click **Academic Transcrip** link.

9. Select a term from the **Select a Term pull down menu** and click the submit button.

10. Enter the students Banner ID OR Query by name.
11. Click Submit on the Student Verification Screen

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

... is the name of the student or advisee that you selected.

12. Click Display Transcript to view transcript

Select the transcript level and transcript type.

**Transcript Level:** All Levels  
**Transcript Type:** Advising  

Display Transcript